



Code: 0120

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Auditing

CLASS TITLE: SUPERVISOR OF ACCOUNTING

CHARACTERISTICS OF THE CLASS

Under general supervision, functions as a supervisor directing the work of professional staff in an accounting unit, and performs related duties as required

ESSENTIAL DUTIES

- Assigns, supervises, and reviews the work of professional accountants engaged in the management of financial accounts
- Reviews budgets to ensure accounts are appropriately allocated
- Designs and implements computerized accounting systems and internal controls to ensure operational efficiency
- Develops work standards and conducts staff performance evaluations
- Supervises the auditing and reconciling of accounts, ensuring the accurate and appropriate allocation of funds
- Reviews and authorizes spending adjustments and fund re-allocations
- Supervises the preparation of financial statements, balance sheets, and financial reports
- Reviews forecasts of anticipated expenses and revenues, ensuring projections are based on valid economic trends
- Supervises the compilation of complex financial reports
- Interprets general accounting principles and financial procedures to management
- Coordinates the conduct of audits performed by private firms, coordinates the preparation of replies to auditors' findings, and develops processes and procedures to implement audit recommendations
- Conducts and coordinates staff training and development
- Functions as a liaison on accounting-related issues to the Office of Budget and Management, City Comptroller's Office, and government and delegate agencies

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Accounting or a directly related field with 15 semester hours in Accounting, plus four years of professional accounting experience of which one year is in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training and experience, provided that the minimum requirement is met.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- *generally accepted accounting and auditing principles, methods, practices, and procedures
- *applicable financial analysis principles, methods, practices, and procedures
- applicable computer software packages (e.g., accounting software, data management software) and applications (e.g., Oracle)
- *applicable mathematical principles and applications
- budget preparation and management methods, practices, and procedures

Advanced knowledge of:

- generally accepted fiscal policy principles, methods, practices, and procedures

Considerable knowledge of:

- *financial management principles, methods, practices, and procedures

Moderate knowledge of:

- training practices and procedures
- *supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Accountant IV class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action

- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
 - *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
 - INSTRUCTING - Teach others how to do something
 - NEGOTIATION - Bring others together and trying to reconcile differences
- Other skills as required for successful performance in the Accountant IV class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- CONCENTRATE - Concentrate on a task over a period of time without being distracted
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem

Other abilities as required for successful performance in the Accountant IV class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

May, 2014